



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Ben Golding, Treasurer  
Hunt Oil Company Political  
Action Committee  
1445 Ross At Field  
Dallas, TX 75202

OCT 13 1995

Identification Number: C00141945

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Mr. Golding:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) discloses contributions received through a payroll deduction plan. Generally, a committee's report must identify each contribution from an individual which in the aggregate exceeds \$200 during the calendar year. (2 U.S.C. §434(b)) In lieu of separate itemization, a committee using a payroll deduction plan may disclose the aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period; the identification of the individual where the contribution exceeds \$200 in the aggregate during the calendar year; and a statement of the amount deducted per pay period. 11 CFR §104.8(b)

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Suzanne Shaw".

T. Suzanne Shaw  
Reports Analyst  
Reports Analysis Division

## PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedules for each category of the Detailed Summary Page		PAGE	OF
Contributions from Individuals					
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (An FPL)		National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Employee	Date received, day, year	Amount of Cash Received This Period	
Anne Sullivan 21 18th Street City, State ZIP		National Organization, Inc. Corporate Branch Manager	payroll deduction	\$80.00 (\$15 biweekly)	
Manager to <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (Specify) _____		Employee Name-Date > <	200.00		
B. Full Name, Mailing Address and ZIP Code		Name of Employee	Date received, day, year	Amount of Cash Received This Period	
Rodney Jones 881 Huntington Road City, State ZIP		National Organization, Inc. Corporate Vice President	payroll deduction	\$160.00 (\$40 biweekly)	
Manager to <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (Specify) _____		Employee Name-Date > <	320.00		

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

## IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedules for each category of the Detailed Summary Page		PAGE	OF
Contributions from Individuals					
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (An FPL)		National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Employee	Date received, day, year	Amount of Cash Received This Period	
Martin L. Kress 4 River Road City, State ZIP		National Organization, Inc. Chairman	8/19/94	\$5,000.00 (\$1,000) (RAFFLE PRIZE)	
Manager to <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (Specify) _____		Employee Name-Date > <	3,998.00		

SCHEDULE B ITEMIZED DISBURSEMENTS		Use separate schedules for each category of the Detailed Summary Page		PAGE	OF
Operating Expenditures/Other Payments					
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (An FPL)		National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Disbursement particular purpose	Date Disbursed, day, year	Amount of Cash Disbursement This Period	
Martin L. Kress 4 River Road City, State ZIP		Disbursement to <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (Specify) _____	5/19/94	\$3,000.00 (\$1,000) CONTRIBUTION	

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

## Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 18 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

## In-Kind Contributions

When determining whether to itemize an *in-kind contribution*, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an *in-kind contribution*.

In addition, add the value of the *in-kind contribution* to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the *in-kind contribution* must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

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